



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST Hanoi, Viet Nam		2. AGENCY Department of Health and Human Services		3a. POSITION NO. CDC-A-53
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Redescription of duties: This position replaces (Position No.) _____, (Title) _____ (Series) _____ (Grade) _____ <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. CLASSIFICATION ACTION	Position Title and Series Code		Grade	Initials (mm-dd-yyyy)
a. Post Classification Authority RSC-EAP-PCD	Public Health Specialist, FSN-550		FSN-10	PH/KK
b. Other				
c. Proposed by Initiating Office				
6. POST TITLE OF POSITION (If different from official title) Public Health Specialist (Biosafety and Biosecurity)		7. NAME OF EMPLOYEE Vacant		
8. OFFICE/SECTION CDC		a. First Subdivision CGH/DGHP		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of position.		10. This is a complete and accurate description of the duties and responsibilities of this position. Bui Thi Thu Hien Typed Name and Signature of Supervisor Date (mm-dd-yyyy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Matthew Moore Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Joel Alley Typed Name and Signature of Admin or Human Resources Officer 07/12/2016 Date (mm-dd-yyyy)		

13. BASIC FUNCTION OF POSITION

The Global Health Security Agenda (GHSA), is an international effort, seeking to accelerate progress toward a world safe and secure from infectious disease threats by preventing, detecting, and rapidly responding to biological threats whether they are naturally occurring, intentional or accidental, and to elevate this issue as a leaders-level priority. GHSA is a U.S. Presidential priority, and the U.S. has made a commitment to assist at least 30 countries, including Viet Nam, to achieve all of the GHSA targets. GHSA targets include the breadth of capacities needed for national and global health security, and they should assist in identifying gaps and provide practical next steps toward measurable goals consistent with country requirements to achieve international standards such as the World Health Organization (WHO) International Health Regulations (IHR).

This position serves as the Public Health Specialist for Biosafety and Biosecurity (BSS) at the Centers for Disease Control and Prevention (CDC) office at the U.S. Embassy in Hanoi, Viet Nam. In this capacity, the position holder will provide significant technical and program management leadership with advancing Viet Nam to achieve the GHSA target for biosafety and biosecurity: *“A whole-of-government national biosafety and biosecurity system is in place, ensuring that especially dangerous pathogens are identified, held, secured and monitored in a minimal number of facilities according to best practices; biological risk management training and educational outreach are conducted to promote a shared culture of responsibility, reduce dual use risks, mitigate biological proliferation and deliberate use threats, and ensure safe transfer of biological agents; and country-specific biosafety and biosecurity legislation, laboratory licensing, and pathogen control measures are in place as appropriate.”*

The position holder serves as a USG inter-agency subject-matter expert, and technical advisor in all efforts undertaken by CDC-Viet Nam and the inter-agency to advance implementation for achieving this target, working in close collaboration with the rest of the CDC laboratory systems team in Hanoi and Ho Chi Minh City, as well as other technical officers within the USG inter-agency, including the Department of Defense/Defense threat Reduction Agency (DTRA) and the United States Agency for International Development (USAID), to develop and execute strategies and work plans supportive of achieving this BSS target.

The job holder works with the rest of the laboratory systems team and the CDC Country Offices in Hanoi and Ho Chi Minh City Sub-Office to coordinate, facilitate, mentor, and/or directly provide capacity development support in strengthening systems for BSS. Target beneficiaries include national and sub-national laboratories and other clinical and preventive medicine actors across the Ministry of Health and other line ministries, including Ministry of Agriculture and Rural Development and the Ministry of Defense. The job holder has direct responsibility for routine liaison with the USG Inter-Agency, other bilateral and multi-lateral partners, especially, but not limited to, the World Health Organization in Viet Nam, the Food and Agricultural Organization, USAID and DTRA across all activities pertaining to the BSS action package.

Under the supervision of the Team Lead for Laboratory Systems, the position holder will play an important technical advisory role to the MOH and implementing partners for day-to-day program and administrative management, coordination and collaboration activities with other in-country U.S. agencies to ensure that USG programming addresses GVN priorities.

The administrative, technical advisory and managerial roles require public health and laboratory practice/systems leadership, subject-matter expertise, evidence-based and results-oriented analysis, advocacy and capacity building, and constant and clear communication with the Ministry of Health and other stakeholders. Position holder also represents CDC Viet Nam on BSS issues at technical, policy and strategic planning meetings, as well as in meetings with collaborators and donor agencies.

Technical Advisor (40%). The position holder is the principal technical liaison and technical advisor with the Ministry of Health and other line ministries on BSS. The job holder liaises with CDC-Headquarters subject-matter experts, other USG Inter-Agency, other bilateral and multilateral experts supporting the GVN on strengthening BSS. Develops a comprehensive understanding of biosafety and biosecurity (BSS) management system and leverage points of relevant government agencies. Strengthens biosafety and bio-risk management capacity at national and sub-national levels. Assists GVN to review current BSS research, practices and teaching methods at academic institutes of human and animal medicines. Supports GVN with the drafting of a national BSS framework drafted to secure and consolidate collections of dangerous pathogens and their associated research at a minimum number of secure facilities. Assists the GVN with collaborative revision/upgrade of BSS regulations and guidelines aligned with WHO/OIE standards and the required core competencies. Serves as a subject matter-expert to the GVN in the piloting and institutionalization of a national BSS framework to secure and consolidate collections of dangerous pathogens and their associated research at a minimum number of secure facilities. Supports development of a GVN BSS oversight, audit and accreditation system strengthened and operated to be aligned with WHO/OIE standards and core competencies required.

Training and Mentoring (20%). The position holder assists with the training of personnel in BSS. This will be conducted both in workshops and in routine performance monitoring where mentoring can occur. The job holder provides technical expertise to trainees to develop monitoring and quality improvement projects under the BSS action package in Viet Nam. Develops training approaches and materials for BSS, updating and modification of existing materials and methods such as lesson plans, work plans, guidelines, and other materials related to the existing program. These materials must be reviewed and revised to include latest BSS information and practices. Provides expert training and mentorship support to ensure that 90% of national and provincial microbiology laboratories receive bio-risk management training. Provides expert training and mentorship support to ensure that 90% of national and provincial microbiology laboratories are able to comply with BSL-2 national standards.

Program Management (20%). The positions holder provides program management oversight, coordination and development for all CDC BSS activities and investments in Viet Nam, managing an annual technical assistance portfolio ranging between \$500,000 - \$1,000,000 per year. Serving as a technical monitor on USG agreements with GVN agencies and international NGOs, the job holder monitors key performance parameters to gauge progress towards GHSA milestones associated the BSS action package.

Communication, coordination and collaboration. (20%) The position holder is the primary technical liaison for BSS activities for all partners and collaborators, including MOH, MARD, MOD, WHO, and with other USG agencies. Strong working relationships must be developed, accordingly. Oral and written communications to the Team Lead and other higher-level supervisors, including the Country Director, as well as general report writing will be a regular and ongoing responsibility of this position. The position holder will actively participate in regularly scheduled and periodic CDC meetings and coordination calls, including those with subject matter experts at relevant USG agencies' headquarters. The position holder will coordinate, plan, and otherwise facilitate the conduct of meetings between CDC, USG inter-agency, MOH and other stakeholders in the Asia region. Pro-actively, and with minimum supervision, the job holder supports CDC Viet Nam and the USG inter-agency to strengthen communication, coordination and collaboration across programming in the inter-related action packages of the GHSA. This includes publications, reports, briefings and other written and oral strategic and scientific communications to highlight accomplishments/progress with implementation of the GHSA

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

A master's degree in laboratory management, laboratory systems or international equivalent is required.

b. Prior Work Experience:

A minimum of five years' clinical experience working as a laboratory systems specialist reinforcing quality management systems is required. Within these five years', a minimum of two years' experience in developing, implementing and evaluating health programs and coordination with international agencies or implementing partners is required.

c. Post Entry Training:

Ongoing continuing education and professional seminars including current methodologies regarding the integration of public health services, surveillance and reporting of infectious diseases, and program evaluation. CDC and other US agency-specific training in approaches to program design, implementation and reporting will be provided by CDC.

d. Language Proficiency: List both English and host country language (s) proficiency requirements by level (II, III) and specialization (sp/read).

Level IV (fluency – speaking/reading/writing English is required.

Level IV (fluency-speaking/reading/writing) Viet Nameese is required.

e. Job Knowledge:

In order to support the host Government and implementing partners in the development and strengthening of effective BSS program activities, a professional knowledge foundation in public health as well as laboratory services is required. This includes a thorough understanding of current best practices in laboratory quality management systems, laboratory biosecurity and bio-risk management, specimen transfer, biosafety and biosecurity legislation and technical guidelines in Viet Nam, laboratory licensing regulations, and pathogen control. A good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required.

f. Skills and Abilities:

Must have good program management and systems analytical skills, and be able to communicate issues and developments between the CDC team and partners within MOH and other technical, development and implementing partners, both orally and in writing. It is critical to maintain effective, sustainable working relationships with national and international working partners and to accomplish reporting requirements. Good managerial skills are required to operate independently with limited direct supervision of day-to-day activities and to lead results-driven project teams and workgroups. Ability to analyze, understand and discuss data, program and systems design and revision, and management and implementation approaches is required. Intermediate user-level of word processing, spreadsheets and databases is required. Strong skills in the interpretation of program monitoring and evaluation data are required, including the ability to understand and synthesize numerical data.

16. POSITION ELEMENTS :

a. Supervision Received:

Will be supervised by the Laboratory Systems Team Lead, an FSN-12.

b. Supervision Exercised:

None.

c. Available Guidelines:

Generally accepted international medical and ethical standards for CDC strategic objectives and operating provisions. CDC operational plans, CDC and U.S. Embassy protocols and policies, and Ministry of Health rules, regulations, policies and technical papers issued both in writing and orally.

d. Exercise of Judgment:

Position holder is expected to make informed, professional judgments on the quality and effectiveness of methods and techniques used in implementing, analyzing and evaluating results of BSS activities and operational projects. Strategies must be developed or revised to elicit cooperation and commitment for implementation and evaluation activities from implementing partners, professional staff of other agencies and the MOH.

e. Authority to Make Commitments:

Position holder has no authority to make financial commitments; however, in the course of program management responsibilities, position has authority and responsibility to make technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the agency headquarters grants, contracts and cooperative agreements office. Position holder has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance.

f. Nature, Level, and Purpose of Contacts:

Position holder has regular contact with agency staff in acquisitions, financial and other administrative areas related to program financial accountability, travel and coordination of site visits. Position holder also interacts with agency colleagues for purposes of conducting monitoring and evaluation requirements and coordinating support across programs for services and training. External contacts are with program managers in the MOH, participating partners, health professionals at other related institutions and medical research organizations, NGOs and other program collaborators. Purpose is to stay informed and up-to-date on all public health and zoonotic disease matters. Job holder also utilizes these contacts to support and develop the highest technical quality and integration of prevention and treatment programs. Contacts also include professional program and clinical staff such as physicians, nurses, veterinarians, laboratory technicians, supply chain managers, pharmacists, and other public health professionals for purposes of providing information, timely technical updates, program integration and evaluation.

g. Time Expected to Reach Full Performance Level:

One year.